

EFFECTIVE DATE: June 25, 1980

REVISION DATES: \_\_\_\_\_

SUBJECT: General Provisions

1. Purpose

Administrative Directives are issued to:

- improve service to the public through efficient and effective management;
- provide guidance to the various departments of the City of San Antonio;
- implement uniform procedures for the handling of day-to-day administrative activities.

2. Responsibility

- a. The Budget and Research Department will have administrative responsibility for coordinating the preparation, publication, and distribution of Administrative Directives.
- b. The City Manager will review and approve all Administrative Directives prior to their implementation.
- c. Department heads will ensure their department's compliance with the provisions of the various Administrative Directives.

3. Procedures

- a. Administrative Directives are issued over the signature of the City Manager, and, if appropriate, the signature of the department head responsible for the implementation of the Directive.
- b. Administrative Directives will be indexed and distributed to every City department by the Budget and Research Department.
- c. Administrative Directives will be effective upon the date of issuance, unless otherwise specified, and will remain in full force until officially revised, superseded, or cancelled in writing.

4. Format

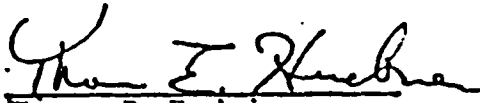
- a. The following sections, as needed, shall be included in each Administrative Directive:

(1) PURPOSE - A statement of what the Directive will accomplish.

(2) RESPONSIBILITY - Delineates responsibilities of departments and/or individuals.

(3) DEFINITIONS - This section may be used if any of the terms are subject to misunderstanding.

b. Following these introductory sections shall be other sections elaborating the policy or procedure dealt with in the Directive.



Thomas E. Huebner  
City Manager

Dated: June 30, 1980